

## **FIRE CAPTAIN**

(Promotional)

### **GENERAL STATEMENT OF DUTIES**

This is responsible supervisory fire department work involving the direction of a group of employees and all work on a designated shift. An employee of this class trains and drills subordinate employees in the standardized methods of fire fighting and use of equipment and related work, as required. He/she may also operate fire department vehicles and apparatus when necessary and will direct activities at the fire scene until relieved by a superior officer. The fire captain works largely independently under general instructions from the chief (or District Chief).

### **EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Responds to all fire alarms or emergency calls assigned to his company, evaluates situation, and issues necessary orders until relieved by a superior officer.

May drive apparatus to fire and operate pump, as required.

Directs and assists in firefighting and rescue work.

Supervises and assists in the work of subordinate employees at the station, as required.

Inspects apparatus and equipment, grounds, and station to insure proper order and a condition of readiness for instant use.

Performs clerical work such as making fire reports, personnel action reports, requisition of supplies, and other routine clerical duties, as assigned.

Prepares and conducts training programs for all employees of the shift; directs independent study for subordinate employees to insure increasing proficiency of required work.

Oversees and personally performs dispatcher work, as required.

Performs related duties as assigned or required.

**QUALIFICATION REQUIREMENTS**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana license.

Must be a regular and permanent employee in good standing in the class of Fire Driver for not less than three (3) years.

|     |          |
|-----|----------|
| DS  | 04-05-78 |
| Rev | 08-11-93 |
|     | 04-12-95 |
|     | 09-13-95 |
|     | 10-23-06 |